

File No: 5/ 3A/2025-26 /229
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
CENTRAL BUREAU OF COMMUNICATION
REGIONAL OFFICE (KERALA-LAKSHADWEEP REGION)
VANDANAM, BASEMENT FLOOR, URA-7A, UPPALAM ROAD, STATUE,
TRIVANDRUM -695001

Dated 02-07-2025

REQUEST FOR PROPOSAL/ TENDER DOCUMENT

Subject: Invitation of Bids for engagement of agency for organizing Integrated Communication and Outreach Programmes (ICOPs)\ Exhibitions on flagship programmes of Government of India

Central Bureau of Communication (CBC), Ministry of Information & Broadcasting, Government of India, Trivandrum invites sealed bids from reputed agencies for organizing Integrated Communication and Outreach Programmes (ICOPs)/Exhibitions on flagship programmes of Government of India.

The RFP Document containing the details of qualification criteria, submission requirement, brief objectives & scope of work and method of evaluation etc. is enclosed.

The RFP is also available on our website www.cbcindia.gov.in, Central Public Procurement Portal: <https://eprocure.gov.in/epublish/app> as well as GeM portal.

You may submit your bids in sealed envelope in prescribed format to the undersigned latest by **July 28th 2025 on or before 13.00** Hrs in favour of the Director, Central Bureau of Communication (CBC), Government of India, Vandanam, Basement Floor, URA-7A, Uppalam Road, Statue, Trivandrum – 695001.

Queries/clarifications if any, may be referred in writing to the officer mentioned above on dfptvm@gmail.com or may contact on telephone on 0471-2471483 (during office hours) till 18:00 Hrs on **July 25th 2025.**


(V.Palanichamy)
Additional Director General



V. Palanichamy
Additional Director General (R)
Central Bureau of Communication
Regional Office, Govt. of India
Ministry of Information & Broadcasting
Thiruvananthapuram - 695 001

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GOVERNMENT OF INDIA
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CENTRAL BUREAU OF COMMUNICATION
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VANDANAM, BASEMENT FLOOR, URA-7A, UPPALAM ROAD, STATUE,
TRIVANDRUM –695001.

Invitation of Bids for engagement of agency for organizing Integrated Communication and Outreach Programmes (ICOPs)\ Exhibitions on flagship programmes of Government of India

Request for Proposal No: 5/3 A/2025-26/229 dated 02.07.2025

Introduction:

Bids (Technical & Financial) in separate sealed covers are invited from Agencies for conceptualization, design, fabrication, installation and maintenance of Exhibition and venue of outreach programmes to be conducted by Central Bureau of Communication, Regional Office Trivandrum on turn-key basis on the Flagship programmes of Government of India and other themes.

The above-mentioned Title, RFP number and date of opening of the Bids should be super scribed on the sealed cover to avoid the bid being declared invalid. The bids (technical and financial bids) should be submitted in separate sealed envelopes. **Both the envelopes should be enclosed in another sealed envelope super scribed with the Title of RFP, RFP number and due date.** The applicant should also provide complete contract details such as name and address of the company, name of the authorized signatory, mobile number, landline number, email id on the letter head in all correspondences.

This RFP is divided into six parts as follows:

Part I	Contains General Information and instructions for the Bidders about the RFP such as the time, EMD, place of submission and opening of tenders, validity period of tenders, etc.
Part II	Eligibility Criteria
Part III	Scope of work
Part IV	Contains Standard Conditions of RFP and special conditions to this RFP and which will form part of the contract with the successful bidder.
Part V	Evaluation Criteria
Part VI	Annexure containing formats for technical and financial bids, Bid Security, Declaration and undertaking of not being blacklisted etc.

Note: This RFP is being issued with no financial commitment and CBC RO Trivandrum reserves the right to change or vary any part thereof at any stage. CBC RO Trivandrum also reserves the right to withdraw the RFP at any stage.

Part I – General Information

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:

a.	Bids/queries to be addressed to	The Director, Central Bureau of Communication, Trivandrum
b.	Postal address for sending the Bids	The Director, Central Bureau of Communication Regional Office, Government of India, Ministry of Information & Broadcasting, Vandanam, Basement Floor, URA-7A, Uppalam Road, Statue, Trivandrum –695001
c.	Name/designation of the contact personnel	Smt Juney Jacob Field Exhibition Officer, Central Bureau of Communication Trivandrum, Mb. 9995323557
d.	Telephone number of the contact personnel	Mb: 9995323557
e.	e-mail ID of contact personnel	dfptvm@gmail.com

2. **Manner of depositing the Bids:** Sealed Bids (Technical and Financial) should be submitted at the address mentioned in Para (1) above, by hand or by registered post so as to reach by the due date and time. Late tenders will not be considered. **No responsibility will be taken for postal delay or non-delivery / non receipt of Bid documents. Bids sent by e-mail will not be considered.** Only those bids which are submitted to the mentioned address within due date and time will be opened.

3. **Forwarding of Bids:** Bids should be forwarded by the Bidders under their original memo/letter pad inter alia furnishing all details/documents as mentioned in Part II (Eligibility criteria) like PAN Number, GST Number, Bank Branch address with e-payment Account details etc. with complete postal & e-mail address of their office and the mobile number on which the Agency can be contacted.

4. **Preparation of Proposal:** The Respondent shall comply with the following related information during preparation of the proposal.

- (a) The Proposal shall conform to provisions of RFP. Any inter lineation, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.
 - (b) The Proposal shall be typed or written in indelible ink (if required) and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal.
 - (c) **Proposals received by email shall be treated as defective, invalid and rejected.** Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposal shall be taken as valid.
5. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents may forward the queries vide e-mail to dfptvm@gmail.com referring the RFP title, number and date, not later than 2 days prior to the last date of submission of the Technical Bids. **Pre-Bid Conference and Briefing will be taken place on 14/07/2025 at 03:00 pm in CBC RO, Conference Hall, Vandanam, Basement Floor, URA-7A, Uppalam Road, Statue, Trivandrum.**
6. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his/her bid after submission provided that the written notice of modification or withdrawal is received by CBC, Trivandrum prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach CBC, Trivandrum not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
7. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, CBC, Trivandrum may, at its discretion, ask the bidder for clarification regarding his/her bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
8. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
9. **Disqualification:** The CBC, Trivandrum on behalf of Government of India may at its sole discretion and at any time during the evaluation of Bids / Proposals, disqualify any Respondent, if the Respondent has:
- a. Submitted the Proposal documents after the response deadlines.
 - b. Made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.

- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- e. Failed to provide clarifications related there to, when sought.
- f. Submitted more than one Proposal.
- g. Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted.
- h. Submitted a proposal with price adjustment/variation provision.

The Respondent is expected to examine all the instructions, guidelines, terms and conditions as given in this RFP.

10. **Validity of Bids:** The Bids should remain valid for a period of one year from the last date of submission of the Bids.
11. **Period of Contract:** The contract shall be valid from the effective date of contract till 31st March 2026, and extendable by one more year up to 31st March 2027, with mutual consent and on agreed terms and conditions. Please note that Contract can be cancelled unilaterally by CBC, Trivandrum being customer, in case, services are not received as per quality and standards specified in the RFP and the contract. CBC, Trivandrum reserves the right to exercise the option clause and repeat the order clause as per text given in Part IV of this RFP.
12. **1) Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs.50,000/- along with their bids except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). The EMD may be submitted in the form of an Account Payee Demand Draft / Banker's Cheque in favor of Drawing and Disbursing Officer, CBC, Trivandrum or Bank Guarantee as per Annexure - III from any of the Public Sector Banks or private Sector Banks. EMD is to remain valid for a period of forty-five days beyond the final award date of the bid. EMD of the unsuccessful bidders will be returned to them at the earliest after awarding the bid and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Bid Security declaration in Form-9 as annexed and performance bank guarantee. The Performance security in the form of Bank Guarantee will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
2 Performance Guarantee: The successful bidder will be required to furnish a **Performance Guarantee** by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a **sum equal to 5% of the contract amount**, before signing of contract.
13. **Last date and time for submitting the Technical & Financial Bids: 28/07/2025 – on or before 13:00 Hrs.** The sealed Bids should be deposited / reach by the due date and time. The responsibility to ensure this lies with the Bidder.

14. Time and date of opening of Technical Bids: 28/07/2025–14:00 Hrs., Technical presentation will be on 29/07/2025 by 11:00 Hrs onwards.

15. Two-bid system: It is a two-bid system. The proposal of the Agencies, who meet eligibility criteria, will be evaluated based on their technical presentation. **Date of opening of financial/price bid is 30/07/2025 at 11:00 Hrs** in Vandanam, Basement Floor, URA-7A, Uppalam Road, Statue, Trivandrum – 695001. Financial/price bids of only those firms will be opened whose technical bids are found compliant/suitable after technical evaluation is done by CBC, Trivandrum.

(If due to any exigency, the due date for opening of the proposals is declared a closed holiday, the proposals will be opened on the next working day at the same time or on any other day/time, as intimated by the CBC, Trivandrum)

16. Place of opening the Bids &Presentation: Central Bureau of Communication, Vandanam, Basement Floor, URA-7A, Uppalam Road, Statue, Trivandrum-695001 .

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical Bids on the due date and time. The agencies which would be found eligible based on the qualification documents would be required to make a technical presentation before the committee at the allotted time slot on the next day in the same venue. The Bidders will have to come prepared for the Technical presentation on the mentioned date. This event will not be postponed due to non-presence of representative of any Bidder.

17. Maximum amount that can be quoted for ICOPs/Exhibitions (all amounts are inclusive of GST and other taxes):

A) For Big scale ICOP/multimedia exhibition the quoted amount cannot exceed Rs. 15,44,000/-

B) For Medium scale ICOP/multimedia exhibition the quoted amount cannot exceed Rs. 6,16,400/-

C) For Small Scale ICOP / Digital Photo Exhibition the quoted amount cannot exceed Rs. 2,77,600/-

D) For Mini ICOP, the quoted amount cannot exceed Rs. 68,800/-

The financial bids quoting more than the said amounts will be rejected.

For each category of ICOP, the contract will be awarded to the technically qualified Agency which quotes the Lowest Rate (L1 Rate). However, CBC RO, Trivandrum reserves the right to distribute the work amongst Agencies quoting the L2, L3, L4 rates, provided they agree to work at L1 rate. However, at least 30% of the job for each category of ICOP will be awarded to Agency quoting the L1 rate in that category

- I. The decision of the committee will be final and binding. CBC Trivandrum reserves the right to accept or reject a proposal without assigning any reason thereof.
- II. The Bidders are required to spell out the rates of GST in unambiguous terms. In the absence of any such stipulation, it will be presumed that the prices quoted are firm and no claim on account of such taxes & duties will be entertained after the opening of tenders. If a Bidder is exempted from payment of GST up to any value of services from them, they

should clearly state that no GST will be charged by them up to the limit of exemption by Government which they may have the documentary evidence for exemption of any statutory duties and taxes has to be produced along with price bid. If any concession is available in regard to rate/quantum of GST with the approval of Government, it should be brought out clearly. Stipulations like, GST is presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him/her even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

- III. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
18. The Lowest Acceptable Bid will be considered further for placement of contract/supply order after complete clarification and price negotiations if required as decided by CBC, Trivandrum. CBC, Trivandrum also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to provide the services within stipulated time and the same will be placed at Lowest-L1 rate.
19. **Award of Contract:** After final evaluation of the technical & financial proposal, CBC, Trivandrum will notify the successful bidder in writing that their Proposal has been accepted.

Part II– Eligibility Criteria

20. Pre-Qualification/ Eligibility Criteria for Applying

SL.No.	Pre-Qualification/ Eligibility Criteria	Documents required in support of claim
1	The applicant should be a Firm/Company/LP/ Partnership/Proprietorship Firm/Society, duly registered under the relevant laws in the state of Kerala i.e., Registered address in Kerala	Copy of Certificate of incorporation and Partnership Deed etc. as applicable.
2	The average turnover of the bidders should be Rs. 20 lakhs & above for Big ICOPs and Rs.10 lakhs & above for Medium, Small and Mini ICOPs in three financial years during the last 5 years.	ITR/Audited Balance Sheets of last three assessment years with CA Certificate stating the net worth and Turn Over of the organization for each year.
3	The bidder must have executed at least 2 exhibitions/events work orders of amount greater than Rs.10 lakhs in the last 3years for Big ICOPs and Rs.5 lakhs and above for the Medium, Small and Mini ICOPs	Copy of Original Contract along with Work Order/Completion Certificate

4	The applicant should not have been ever blacklisted by any Government Department/organization/body	Self-Declaration by the applicant with seal and signatures as per Annexure IV
5	Additional Documents required	PAN Number, GST Number, Aadhar card of the signatory, Bank Branch address with e-payment Account details or cancelled cheque

Part III– Scope of Work

21. Objective: Central Bureau of Communication, Ministry of Information & Broadcasting, Government of India, Trivandrum is the nodal agency of the Government of India and is responsible for creating awareness on flagship programmes of Government of India. CBC, Trivandrum invites technical and financial proposals for organizing Integrated Communication and Outreach Programmes (ICOPs) on flagship programmes of Government of India.

There may be approximately 36 ICOPs in total and they have been categorized into Mini (21), Small (8), Medium (5) and Big (2). These ICOPs are proposed to be organized from August, 2025 to March, 2026 across the state of Kerala and UT of Lakshadweep. All the exhibits are intended to be in Malayalam & English. **The selected agency must design, fabricate, install and run the exhibition during the proposed time period on turn-key basis.** Details as regarding tentative schedule for the exhibitions will be provided to the selected agency in due course.

22. Maintenance (Exhibition), Specifications and auxiliary requirement for ICOPs with multi-media digital exhibitions.

The scope of the work is as follows:

a) For Big ICOPs

Multi-media exhibitions for 5 Days + 2 Days Pre-Event Engagement activities (Total 07 Days) at given locations directed by CBC RO Trivandrum. Ideation, conceptualization, duration, research, scripting, layout, designing and mounting the exhibition on turn-key basis. The design and execution must include the following items:

- ❖ Conventional exhibition panels with vinyl foam printing, Backlit panels - rotating and static, Standees, Banners, Signature Boards, Visitors Book, etc. befitting the venue.
- ❖ Innovative digital means of engaging audiences – LED Panels, LED TVs, LED Walls, Touch screen kiosks, Virtual Reality (VR) experience, Augmented Reality (AR) experience, Croma green screen photo booth, 360-degree selfie camera, Holographic Projection or immersive display and other interactive digital media providing personalized experiences.
- ❖ 3D-Photo booths / Selfie Corners with innovative ideas, providing linkage with social media.

- ❖ Organizing online quiz competition at the venue based on Vision for 2047, Mission Life, Jal Jeevan Mission, Swachh Bharat Abhiyan and other flagship schemes of GoI with certificate print outs to the participants
- ❖ Organizing competitions based on exhibition themes; adequate prizes / mementos and certificate print-outs to be distributed to participants / winners.
- ❖ Innovative digital means of displaying panels- Invisible TV screen (8 of which two should be 65 inches and the remaining of 43 and 55 inches) , and any other gadget in an innovative manner that engages the audience including AR/VR
- ❖ Provision for screening of films on large plasma/LED screens and interactive exhibits duly voiced over to be audible with headphone and sound showers
- ❖ Designing of an appropriate fascia
- ❖ Artistic gates with artwork, logos, murals, highlighting the theme and name of Departments in Malayalam and English (two in number)
- ❖ The scope of work will also include activities during the * pre-event and **Main Programmes.
- ❖ Pre-event activities and Mobilization activities like competitions for local students, auto rickshaw publicity, distribution of pamphlets, etc.
- ❖ Developing good quality Audio-Visual content for pre-publicity
- ❖ Engaging subject experts for research,scripting and content developing
- ❖ Housekeeping & security of display area.
- ❖ One reception /information counter table with stationeries like visitor books, pens, scissors, ribbon , tray, inaugural lamp, etc.(only for exhibition).
- ❖ Dismantling of the structure after the event and all the other ancillary works relating to it.
- ❖ Obtaining all necessary Licenses/NOCs from relevant Govt. authorities for setting up exhibitions, show operation & auto publicity.
- ❖ Providing plants to add a green touch to the pavilion, electrical fittings in the pavilion as per requirements, as well as daily cleaning of the pavilion during the course of the exhibition.
- ❖ Use of relevant hash tags and innovative ways for promoting on social media.
- ❖ Creation of virtual community for interaction/exchange of ideas during and after exhibition.
- ❖ Submission of a final report (two copies to be given to CBC RO Trivandrum) and video capsule of 2-3 minutes, including drone shooting.

A. Infrastructure

S.No.	Item
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1.	Hiring of function Hall (5000 Sq. Ft) in the main area of the city or Main super structure with water proof tent 5000 Sq Ft installation, including power charges, decoration with flowers, colour cloth and raised platform with carpeting and with round the clock power supply (all inclusive) or hiring of function hall in the main area of the city–for 5days
2.	1-Stage back drop and 1 LED Wall (12 x 10 Sq.Ft) including backup power supply for - 5 days
3.	Stage platform wooden (20 x16 x 3.5 feet) with flower decoration– 5 days
4.	10 VIP Chairs on stage– for 1day & 5 VIP Chairs on stage– for 4 days
5.	Around 300 Audience chairs– for 1day & 250 Audience chairs – for 4 days
6.	2 Centre table– for 1day& 1Centre table– for 4 days
7.	2 Coolers on stage – 1day & 10 Nos of Pedestal Fans – 4 days
8.	Lighting (Podium, Stage, Stalls, Audience & Exhibition area)-As per the requirement–5days
9.	PA System- Podium with 1 stand mics, 4 mics (to be used for cultural events), 2 wireless mics– 5 days, 6 Speakers & 1 sound mixers for five days
10.	10 Stalls each with 4 chairs and, pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet)- for 5 days
11.	25-Stall Tables with Cloth frills (6x 3feet)- for 5days
12.	1 (20KVA) Power supply with backup/ silent generator- for 5 days
13.	2-Fire extinguishers– for 5 days
14.	LED Van Publicity with hand bills distribution– for 2days
15.	Media kit around 75 Nos (Bag/Folder/Pen/Pad)– for 1day
16.	Large Size display 2 or 3 (LED panels) Any innovative ideas worth 10K to 25K
17.	Decoration of venue: flowers/balloons bunches, Nilavilakku, etc. -As per requirement of venue – 1 day
18.	Cabling & Earthing –As per requirement of venue
19.	Welcome of the guests on inaugural day with flowers /bouquets /mementos

B. Refreshments

S.No.	Item
1	30 - VIP Refreshments (including cookies, cake etc) + Tea/Coffee- for 1day & 10 VIP Refreshments (including cookies, cakes etc)+ Tea/Coffee- for 4 day
2	Around 250 Audience plus media refreshments (including meals-Rice with 2 curries , 4 side dishes and dessert) and morning & Afternoon Tea & snacks) for 1day & Around 250 Audience plus media refreshments (including Veg meals Rice with 2 curries , 4 side dishes and dessert and morning & Afternoon Tea & snacks) -for 4days
3	300 Ltrs- Drinking water with3 dispensers–5 days

C. Manpower

S.No.	Item
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1.	4-House-keepingstaff-cum-Helpers-cum-Security (For loading & unloading of exhibition panels, sanitization of venue & premises and for local help) –5 days
2.	2–Carpenter & electrician per day for 2 days.
3.	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles in a dvd/digital/ soft copy) – 5 days

D.Printing

S.No.	Item
1.	8– Cloth Flex board (6 x 3 feet– 4 nos– 8 x 4 feet -4 nos)
2.	4-Standeers (6x 3 feet)
3.	1 -Photo booth / Selfie point (8 x 4 feet)
4.	1 –Signature board (6 x4 feet)
5.	1-Entrance Arch /fascia with frame and mounting (10x2x4 – 3 Nos)
6.	Display panels with 40-50 Nos of creatives mount on 4mm forex sheet with mat finish Vinyl Print(size 4' X 2.5'), Large Size display 1 or 2 (panels) Any innovative ideas worth10Kto 25K
7.	15-20 Number of creative digital panels showcasing the flagship schemes
8.	Printing of A5 size customized Notepads with 12 pages (2side Multi Colour) – As per our design – 1500 copies
9.	Customized Memento- As per our design-25 Nos
10.	Customized Paper pens- As per our design – 1500 Nos
11.	Handbills A5 size – 2000 copies as per our design
12.	50 Nos 4x3 size Poster printing/pasting as per our design (2 bits)
13.	10 banners (6X3 ft) around the exhibition venue and important places of the city.
14.	Printing of cloth bag- 1400 Nos, as per our design
15.	Printing of any Promotional material for prize distribution (Like coffee mug , wall clock, umbrella etc with CBC logo) - 75 Nos
16.	Printing of invitation- 50 Nos & 200 Certificates as per our design
17.	Report making after the event (12-15 page Coffee table book)

E. Transport& Honorarium

S.No.	Item
1.	Providing of cab services Sedan type vehicle for 6 days SUV type vehicle for 3 days
2.	Honorarium for resource persons (Maximum17 nos) as decided by the Director, CBC RO Trivandrum

F. Miscellaneous

S.No.	Item
1	You tube live– 1 day
2	Social media promotion – 5 days
3	Anchor for the event–1 day
4	Feedback mechanism–Use of online tools

b) For Medium ICOPs

Multi-media exhibitions for 3 Days + 1 Day Pre-Event Engagement activities (Total 04 Days) at given locations: Ideation, conceptualization, duration, research, scripting, layout and designing and mounting the exhibition on turn-key basis. The design and execution must include the following items:

- ❖ Conventional exhibition panels with vinyl foam printing, Backlit panels - rotating and static, Standees, Banners, Signature Boards, Visitors Book, etc. befitting the venue.
- ❖ Innovative digital means of engaging audiences – LED Panels, LED TVs, LED Walls, Touch screen kiosks, photo booth, and other interactive digital media providing personalized experiences.
- ❖ Photo booths / Selfie Corners with innovative ideas, providing linkage with social media.
- ❖ Organizing online quiz competition at the venue based on Vision for 2047, Mission Life, Jal Jeevan Mission, Swachh Bharat Abhiyan and other flagship schemes of GoI with certificate print outs to the participants.
- ❖ Organizing competitions based on exhibition themes; adequate prizes / mementos and certificate print-outs to be distributed to participants / winners.
- ❖ Innovative digital means of displaying panels- Invisible TV screen (8 of which two should be 65 inches and the remaining of 43 and 55 inches) , and any other gadget in an innovative manner that engages the audience including AR/VR.
- ❖ Provision for screening of films on large plasma/LED screens and interactive exhibits duly voiced over to be audible with headphone and sound showers.
- ❖ Designing of an appropriate fascia.
- ❖ Artistic gates with artwork, logos, murals, highlighting the theme and name of Departments in Malayalam and English (two in number).
- ❖ The scope of work will also include activities during the * pre-event and **Main Programmes.
- ❖ Pre-event activities and Mobilization activities like competitions for local students, auto rickshaw publicity, distribution of pamphlets, etc.
- ❖ Developing good quality Audio-Visual content for pre-publicity.
- ❖ Engaging subject experts for research, scripting and content developing.
- ❖ Housekeeping & security of display area.
- ❖ One reception /information counter table with stationeries like visitor books, pens, scissors, ribbon , tray, inaugural lamp, etc.(only for exhibition).

- ❖ Dismantling of the structure after the event and all the other ancillary works relating to it.
- ❖ Obtaining all necessary Licenses/NOCs from relevant Govt. authorities for setting up exhibitions, show operation & auto publicity.
- ❖ Use of relevant hash tags and innovative ways for promoting on social media.
- ❖ Submission of a final report (two copies to be given to CBC RO Trivandrum) and video capsule of 2-3 minutes, including drone shooting.

A. Infrastructure

SL.No.	Item
1.	Hiring of function Hall (2500 Sq.Ft) in the main area of the city or Main super structure with water proof tent 2500 Sq Ft installation including power charge, decoration with flower colour cloth and raised platform with carpeting and with Round the clock power supply (all inclusive) for 3 day
2.	1- Stage backdrop& 1 LED Wall (12 x 10 Sq. Ft)- for 3 days
3.	Stage platform wooden (16 x16 x 2.5 feet) with flower decoration– for 3 days
4.	10 VIP Chairs on stage– for 1day & 5VIP Chairs on stage– for 2 days
5.	250 Audience chairs– for 1day & 200 Audience chairs – for 2 days
6.	2 Centre table for 1day & 1Centre table for 2 days
7.	2 Coolers – 1day & 10 Nos of Pedestal Fans – for 2 days
8.	Lighting (Podium, Stage, Stalls, Audience & Exhibition area)-As per the requirement– for 3days
9.	PA System- Podium with 1 stand mic; 2 wireless mics– for 3 days
10.	6-Stalls, each with 4 chairs and, pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet) – for 3 days
11.	16-Stall Tables with Cloth frills (6 x3 feet)– for 3days
12.	1(15KVA) Power supply with backup / silent generator - for 3 days
13.	One Fire extinguishers– for 3 days
14.	LED Van Publicity with and hand bills distribution (With driver and helper) –2 days
15.	Media kit (Bag/Folder/Pen/Pad) around 50 Nos –1 day (Bag/Folder/Pen/Pad)
16.	Large Size display 1 or 2 (LED panels) Any innovative ideas worth 10 K
17.	Decoration of venue: flowers/balloons bunches/etc.,-As per requirement of venue – 1 day
18.	Cabling & Earthing –As per requirement of venue
19.	Welcome of the guests on inaugural day with flowers /bouquets /mementos

C. Refreshments

S.No.	Item
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1	20 VIP Refreshments (including cookies, cake etc) + Tea/Coffee-1day & 8 VIP Refreshments + (including cookies, cake, cashew nuts etc) Tea/Coffee- 4 day
2	250 Audience plus media refreshments (including Meals -Rice with 2 curries , 4 side dishes and dessert and morning & Afternoon Tea & snacks) for 1 day and 200-220 Audience plus media refreshments (including Veg meals- Rice with 2 curries , 4 side dishes and dessert and morning & Afternoon Tea & snacks) for 2 days
3	200 Ltrs- Drinking water with 3 dispensers–3 day

D. Manpower

S.No.	Item
1	3-House-keeping staff-cum-Helpers-cum-Security (For loading & unloading of exhibition panels , sanitization of venue & premises and for local help)–3 days
2	2– Carpenter & electrician per day for 2 days
3	Photographer-cum-Videographer (to provide photos in Album and small duration edited videos with titles in a dvd/digital/soft copy) – 3 days

E. Printing

S.No.	Item
1.	8– Cloth Flex board ((6 x 3 feet– 2 nos– 8 x 4 -3 nos)
2.	4-Standeers (6x 3 feet)
3.	1 -Photo booth / Selfie point (8 x 4 feet)
4.	1 –Signature board (6 x4 feet)
5.	1-Entrance Arch/fascia with frame and mounting (10x2x4 – 3 Nos)
6.	Printing of A5 size customized Notepads with 12 pages (2 side Multi Colour) – As per our design – 800 copies
7.	Display panels with 30-35 Nos of creatives mount on 4mm forex sheet with mat finish Vinyl Print(size 4’ X 2.5’), Large Size display 1 or 2 (panels) Any innovative ideas worth 10K to 25K
8.	10-15 Number of creative digital panels showcasing the flagship schemes
9.	Customized Memento- As per our design- 20 Nos
10.	Customized Paper pens- As per our design – 800 Nos
11.	Handbills A5 size – 1500 copies as per our design
12.	30 Nos 4x3 size Poster printing/pasting as per our design (2 bits)
13.	Printing of cloth bag- 800 Nos as per our design
14.	Printing of any Promotional material for prize distribution (Like coffee mug , wall clock, umbrella etc with CBC logo) - 50 Nos

15.	Printing of invitation- 50 Nos & 100 Certificate as per our design
16.	Report making after the event (Coffee table book)

F. Transport

S.No.	Item
1	Providing of cab services Sedan type vehicle for 4 days SUV type vehicle for 2 days
2	Honorarium for resource persons (Maximum 11) as decided by the Director, CBC RO Trivandrum

F. Miscellaneous

S.No.	Item
1	You tube live– 1 day
2	Social media promotion – 3 days
3	Anchor for the event–1 day
4	Feedback mechanism–Use of online tools

c) For Small ICOPs

Digital / Photo exhibitions for 2 Days + 1 Day Pre-Event Engagement activities (Total 3 Days) at given locations: Ideation, conceptualization, duration, research, scripting, layout and designing and mounting the exhibition on turnkey basis. The design and execution must include the following items:

- ❖ Conventional exhibition panels with vinyl foam printing, Backlit panels - rotating and static, Standees, Banners, Signature Boards, Visitors Book, etc. befitting the venue.
- ❖ Innovative digital means of engaging audiences – LED Panels, LED TVs, LED Walls, Touch kiosks, Selfie Booth.
- ❖ Fabrication & Installation of display aids.
- ❖ Engaging subject experts for research, scripting and content developing.
- ❖ Designing of an appropriate fascia & entrance lobby in innovative form.
- ❖ The scope of work will also include activities during the * pre-event and **Main Programmes.
- ❖ Engaging subject experts for research, scripting and content developing.
- ❖ Housekeeping & security of display area.
- ❖ Obtaining all necessary Licenses/NOCs from relevant Govt. authorities for setting up exhibitions, show operation & auto publicity.
- ❖ Use of relevant hash tags and innovative ways for promoting on social media.

- ❖ Submission of a final report (two copies to be given to CBC RO Trivandrum and video capsule of 2-3 minutes, including drone shooting.

A. Infrastructure

S.No.	Item
1.	Hiring of function Hall (1500 Sq.Ft) in the main area of the city or Main super structure with water proof tent 1500SqFt installation including power charges, decoration with colour cloth and raised platform with carpeting and with round the clock power supply (all inclusive)- for two day
2.	1- Stagebackdrop and 1 LED screen (12 x 8feet) with backup power supply-for 2 days
3.	Stage platform wooden (16 x12 x 2 feet) with flower decoration– for 2 days
4.	8 VIP Chairs on stage– 1day & 4VIP Chairs on stage– for 1 day
5.	150 Audience chairs– for 2 days
6.	1 Centre table– for 2 days
7.	8 Nos of Pedestal Fans– for 2 days
8.	Lighting (Podium, Stage, Stalls, Audience& Exhibition area)-As per the requirement–2days
9.	PA System-Podium with 1 stand mic; 2 wireless mics– 2 days
10.	4-Stalls each with 4 chairs and, pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet) – for 2days
11.	12-Stall Tables with Cloth frills (6 x3 feet)–2days
12.	Media kit (Bag/Folder/Pen/Pad)around 25 Nos –1 day
13.	Large Size display 1 or 2 (panels)
14.	Decoration of venue: flowers/balloons bunches/etc.,- As per requirement of venue – 1 day
15.	Cabling & Earthing- As per requirement of venue
16.	Welcome of the guests on inaugural day with flowers /bouquets /mementos

B. Refreshments

S.No.	Item
1	10-15- VIP Refreshments (including cookies, cake etc) + Tea/Coffee-1day & 6 VIP Refreshments (including cookies, cake etc) + Tea/Coffee- 1day
2	150 Audience plus media refreshments (including Meals -Rice with 2 curries , 4side dishes and dessert) and morning & Afternoon Tea & snacks) for 2 days
3	150 Ltrs -Drinking water with 3 dispensers–2 day

C. Manpower

S.No.	Item
1	2-House-keepingstaff-cum-Helpers-cum-Security–(For loading & unloading of exhibition panels , sanitization of venue & premises and for local help)- 2 days

2	1–Carpenter & electrician–2days
3	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles in a dvd/digital/softcopy) –2 days

D. Printing

S.No.	Item
1.	4– Cloth Flex Banner (6 x 3 feet– 2 nos– 8 x 4 -2 nos)
2.	1-Entrance Arch/fascia with frame and mounting (10x2x4 – 3 Nos)
3.	Display panels with 30- 40Nos of creatives mount on 4mm forex sheet with mat finish Vinyl Print(size 4’ X 2.5), Large Size display 1 or 2 (panels) Any innovative ideas worth 10K to 25K
4.	Customized Memento- As per our design-15 Nos
5.	Printing of A5 size customized Notepads with 12 pages (2 side Multi Colour) – As per our design – 400 copies
6.	Printing of cloth bag- 400 Nos as per our design
7.	Printing of any Promotional material for prize distribution (Like coffee mug , wall clock, umbrella etc with CBC logo) - 30 Nos
8.	Printing of invitation- 20 Nos & 100 Certificate as per our design
9.	Report making after the event

E. Transport

S.No.	Item
1.	Providing of cab services Sedan type vehicle for 3 days SUV type vehicle for 2 days
2.	Honorarium for resource persons (maximum 7) as decided by the Director, CBC RO Trivandrum

F. Miscellaneous

S.No.	Item
1	Youtube live– 1day
2	Social media promotion – 2 days
3	Anchor for the event–1 day
4	Feedback mechanism–Use of online tools

d) For Mini ICOP

There will be no Exhibition in the ICOP. The Mini ICOP would be a one day

Interaction Programme wherein agency needs to provide the following:-

- ❖ Backdrop, Banners (minimum 6), foldable standees pertaining to Theme of ICOP, seating

arrangement for tent (if required), VIPs and participants (minimum 100), Refreshment for all Participants (Mini. 100), Gifts (as decided by the Nodal officer of the ICOP) for the winners of activities organized during for programme, Mementoes for VIP / Dignitaries.

A. Infrastructure

S.N o.	Item
1.	Hiring of function Hall (1200 Sq.Ft) in the main area of the city or Main super structure with water proof tent 1200 SqFt installation including power charges, decoration with colour cloth and raised platform with carpeting and with round the clock power supply (all inclusive)- for one day
2.	Stage platform wooden (16 x12 x 2 feet) with flower decoration– 1 day
3.	6 VIP Chairs on stage– 1day
4.	100 Audience chairs– 1day
5.	1 Centre table–1day
6.	2 Nos of Pedestal Fans– 1day
7.	Lighting (Podium, Stage, Audience area)-As per the requirement–1day
8.	PA System-Podium with 1 stand mics; 1 wireless mic– 1day
11.	Media kit (Bag/Folder/Pen/Pad) around 5 Nos –1 day
13.	Decoration of venue: flowers/balloons bunches/etc.,- As per requirement of venue – 1 day
14.	Cabling & Earthing- As per requirement of venue

B. Refreshments

S.No.	Item
1	15- VIP Refreshments (including cookies, cake etc) + Tea/Coffee-1day
2	100 Audience plus media refreshments (including Meals -Rice with 2 curries , 4 side dishes and dessert and morning & Afternoon Tea & snacks)
3	150 Ltrs -Drinking water with 3 dispensers–1 day

C. Manpower

S.No.	Item
1	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles in a dvd/digital/softcopy) –1day

D. Printing

S.No.	Item
1.	1-Stagebackdrop in cloth flex (12 x 8feet)
2.	2– Flex Banners (6 x 3 feet– 1 nos– 8 x 4-1 nos)
3.	3-4-Standees (6x 3 feet)
4.	Customized Memento- As per our design- 10 Nos

5.	Printing of cloth bag- 120 Nos as per our design
6.	Printing of any Promotional material for prize distribution (Like coffee mug , wall clock, umbrella with CBC logo) - 30 Nos
7.	Printing of invitation- 10 Nos & 100 Certificate as per our design
8.	Report making after the event

E. Transport

S.No.	Item
1	Providing of cab services Sedan type vehicle for 2 day
2	Honorarium for resource persons (maximum 3) as decided by the Director, CBC RO Trivandrum

F. Miscellaneous

S.No.	Item
1	YouTube live– 1 day
2	Social media promotion – 2 days
4	Feedback mechanism–Use of online tools

- *In addition to the above-mentioned scope of work in each category of ICOP, the agency must execute any other work assigned by CBC RO Trivandrum as per the requirements of the exhibitions venue/occasion.*
- *All deliverables items/services must be executed in close consultation with the designated Nodal Officer to ensure theme alignment and event objectives.*
- *All materials to be used in application should be ISI Marked & according to ISO Standards. Material specifications should be of standard premium company make.*
- *The deliverables of the digital interactive personal experience may not be limited to the above-mentioned items. The bidder may suggest other innovative ideas.*

Pre event activities*

Day	Type of programmes	Pre-event activity	Comments
For 2-3 hrs	Mini	- Pre event engagement in coordination with school, colleges Anganwadi centres etc. in the vicinity of the venue, posters around the venue and use of social media tools.	-
Day 1	Small, Medium & Big	1. Nukkad Natak (morning) 2. Public Meetings (evening) 3. Public Announcements (hiring	For small programmes, pre-event engagement will be completed in 1 day

		vehicles and manpower-three wheelers/auto rickshaw/ two wheelers etc) 4. Distribution of pamphlets (through local contacts) 5. Social Media Campaign	
Day 2	Only medium and big	1. Public rally in Nearby Villages/Towns 2. Media Briefing 3. DD/AIR scroll, curtain raisers 4. Social Media Campaign	Any formal Media Briefing should be done by a Gazetted Officer not below rank of DD in coordination with PIB.

**The list is indicative, and the actual components may differ based on the requirements felt at the local level.*

Main programmes

Components	Activity/detail
Mobilisation of activities and interactive personal communication	<ul style="list-style-type: none"> ● Sports competition/yoga Session/self-defence camps ● Painting/poetry/Rangoli competition ● Debate/seminar/symposium ● Quiz competitions ● Experience sharing by beneficiaries and their felicitation ● Felicitation of local progressive Icons ● Identifying Opinion leaders, Village elders, involving Navodaya Vidyalayas, Kendriya Vidyalayas, NCC, NYKS, ARMY, BSF, etc ● Expert lectures ● Workshops ● Media Sensitisation workshop ● Experience sharing By local Beneficiaries ● Quiz competitions on Govt. Schemes
Exhibitions	<ul style="list-style-type: none"> ● MINI-only Standees ● SMALL-Non- multimedia exhibition ● MEDIUM & BIG- Multimedia Component to be included (LED screens, walls, Selfie corners), interactive digital media providing personalized experience.

**The list is indicative, and the actual components may differ based on the requirements felt at the local level.*

23. Schedule of Requirements: The agency must execute all the works as mentioned in scope of work and the accepted technical proposals. The exhibition venue with all design, fabrication, installation, dismantling and facilities (as per accepted proposal / contract) should be ready by 12Hrs before the inauguration of the exhibition. The agency must maintain the venue for all the exhibition days and will also be responsible for de- installation / clearing the venue after completion of the exhibition.

Note 1: Schedule of delivery of requirements: The agency must execute all the works as mentioned in Scope of Work and the accepted technical requirements within the time specified by CBC, Trivandrum.

Note 2: The materials used will be in accordance to the Act & Rules of Govt.of Kerala& Lakshadweep and Municipal Corporation/Local Self Government Bodies in Kerala & Lakshadweep.

Part IV

A. Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful bidder (i.e. Contractor/ Supplier in the contract) as selected by CBC, Trivandrum. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to services or performance, which cannot be settled amicably, may be resolved through arbitration.

The standard clause of arbitration is given in Annexure-VI.

Jurisdiction: The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with laws of India and shall be subject to the exclusive jurisdiction of Indian Courts at Trivandrum (Kerala) and every dispute arising out of this contract shall be resolved through firstly as mentioned above or in a

Court of competent jurisdiction.

- 4. Penalty for use of Undue influence:** The agency undertakes that it has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of CBC, Trivandrum or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the agency or anyone employed by it or acting on its behalf (whether with or without the knowledge of the agency) or the commission of any offers by the agency or any one employed by it or acting on its behalf, as defined in Bharatiya Nyaya Sanhita, 2023 or the Prevention of Corruption Act, 2018 or any other Act enacted for the prevention of corruption shall entitle CBC, Trivandrum to cancel the contract and all or any other contracts with the agency and recover from the agency the amount of any loss arising from such cancellation. A decision of CBC, Trivandrum or its nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the agency. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the agency towards any officer/employee of CBC, Trivandrum or to any other person in a position to influence any officer/employee of CBC, Trivandrum for showing any favour in relation to this or any other contract shall render the agency to such liability/penalty as CBC, Trivandrum may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund the amounts paid by CBC, Trivandrum.
- 5. Agents/Agency Commission:** The agency confirms and declares to CBC, Trivandrum that the agency is the original provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries whether officially or unofficially, to the award of the contract to the contractor, nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The agency agrees that if it is established at any time to the satisfaction of CBC, Trivandrum that the present declaration is in any way incorrect or if at a later stage it is discovered by CBC, Trivandrum that the contractor has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract the agency will be liable to refund that amount to the CBC, Trivandrum. The agency will also be debarred from entering into any supply Contract with the Government of India for a minimum period of three years. CBC, Trivandrum will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the agency who shall in such an event be liable to refund all payments made by CBC, Trivandrum in terms of the contract along with interest at the rate of 2% per annum above 18% penal rate. The CBC, Trivandrum will also have the right to recover any such amount from any contracts concluded earlier by agency with the Government of India or with CBC, Trivandrum.

- 6. Access to Books of Accounts:** In case it is found to the satisfaction of CBC, Trivandrum that the agency has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the agency, on a specific request of CBC, Trivandrum shall provide necessary information/inspection of the relevant financial documents/information.
- 7. Non-disclosure of Contract documents:** Except with the written consent of CBC, Trivandrum, the agency shall not disclose the contractor any provision of the contractor information related to services thereof to any third party.
- 8. Penalty and Liquidated Damages:** In the event of the Agency failure to submit the Bonds, Guarantees and Documents, provide the satisfactory services as specified in this contract, CBC, Trivandrum may, at its discretion, withhold any payment until the completion of the contract. CBC, Trivandrum may also deduct from the agency as agreed, liquidated damages to the sum of 1% of the contract price of the delayed services mentioned above for each day subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.
- 9. Termination of Contract:** CBC, Trivandrum shall have the right to terminate this Contract in part or in full in any of the following cases:
- a. The delivery of the creative is delayed for causes not attributed to Force Majeure for more than 5 days after the scheduled date of deliverable fixed by CBC, Trivandrum.
 - b. The agency is declared bankrupt or becomes insolvent.
 - c. The delivery of creative is delayed due to causes of Force Majeure by more than 01 month.
 - d. CBC, Trivandrum has noticed that agency has utilized the services of any agent in getting this contract and paid any commission to such individual/company etc.
 - e. As per decision of the Arbitration Tribunal.
 - f. CBC, Trivandrum can withdraw the contract at any time during the contract period due to either change in the terms and conditions or as a policy decision or upward or downward revision of the rates, with a notice of one month.
- 10. Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
- 11. Transfer and Sub-letting:** **The agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advance of the present Contract or any part thereof.**
- 12. Patents and other Intellectual Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights. The Contractor shall indemnify CBC, Trivandrum against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs whether such claims arise in respect of manufacture or use. The contractor shall be responsible for the completion of the

services in satisfactory manner during the currency of the contract.

- 13. Amendments:** No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. Statutory Duties & Taxes:

- a. Any change in any duty/tax upward/downward as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the agency. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to CBC, Trivandrum by the agency. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the contractor.
- b. **If it is desired by the Bidder to ask for the GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of GST and no liability will be developed upon CBC, Trivandrum.**
- c. On the Bids quoting GST, the rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the agency at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.
- i. **Sanctions on violation:** The following set of sanctions shall be forced for any violation by a Bidder of its commitments or undertaking:
 - i. **Denial or loss of contracts**
 - ii. **Forfeiture of the bid security and performance bond**
 - iii. **Liability for damages to the CBC, Trivandrum and the competing Bidders**
 - iv. **Debarment of the violator by the CBC, Trivandrum for an appropriate period of time.**
- ii. Maximum bid value for Big ICOP is Rs.15,44,000/-Medium ICOP is Rs.6,16,400/- , Small ICOP is Rs. 2,77,600/-and Mini ICOP is Rs.68,800/-.

Part IV

b) Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder. (i.e. the Agency in the contract) as selected by CBC, Trivandrum. Failure to do may result in rejection of Bid submitted by the Bidder.

24. Bid Security declaration and Performance Guarantee

- 1) The successful bidder will be required to furnish a bid security declaration in Form-9 as annexed.
- 2) **Performance Guarantee:** The successful bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) **for a sum equal to 5% of the contract amount**, before signing of contract. Performance Bank Guarantee should be valid up to 45 days beyond the date of completion of Contract period.

25. Option clause: The contract will have an Option Clause, wherein CBC, Trivandrum can exercise an option to hire service of the agency for additional number of deliverables as listed in the original contracting accordance with the same rate, terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of CBC, Trivandrum to exercise this option or not.

26. Repeat Order Clause: The contract will have a Repeat Order Clause, wherein CBC, Trivandrum can order up to same number of deliverables numbered under the present contract within currency of the contract at the same rate, terms & conditions of the contract. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of CBC, Trivandrum to place the Repeat Order or not.

27. Payment Terms: It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e- payment details so that e-payments could be made instead of payment through cheques. The payment will be made upon satisfactory performance of work and no advance payment would be made at any cost 2% TDS will be recovered on the total amount of the bill as per the Income Tax Act as well as GST Act.

28. Paying Authority: The payment would be made by CBC, Trivandrum on submission of following documents:

- I. Ink signed copy of the Agency's bills
- II. Satisfactory Performance report submitted by the Nodal Officer of the ICOP (wherever applicable as per the contract)
- III. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account Number, IFSC code (if these details are not in corporate in supply order/contract).
- IV. Any other document / certificate that may be provided for in the Job Order / Contract.

29. Fall Clause: The following Fall clause will form part of the contract placed on successful Bidder:

The price charged for the services supplied under the contract by the Agency shall in no event exceed the lowest price at which the Agency provides the services of identical description to any persons/organization including CBC, Trivandrum or any department of the Central Government or any department of state government or any statutory undertaking of the Central or State Government as the case maybe during the period till performance of all services placed during the currency of the contract is completed.

(b) If at any time, during the said period the Agency reduces the service price or offer to provide services to any person/organization including CBC, Trivandrum or any department of

the Central Government or any Department of the State Government or any Statutory undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract. Such reduction of services offer of the price shall stand correspondingly reduced.

30. Risk & Expense clause:

- i. Should the services there of not be delivered within the time or times specified in the contract documents, or if defective service is made in respect of the services thereof, CBC, Trivandrum shall after granting the Agency seven days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
- ii. Should the services thereof not perform in accordance with the specifications/parameters provided by CBC, Trivandrum during the check proof tests to be done by CBC, Trivandrum shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.
- iii. In case of a contractual breach that was not remedied within 07 days, CBC, Trivandrum shall, having given the right of first refusal to the contractor be at liberty to provide services from any other source as CBC RO Trivandrum thinks fit, of the same or similar description to services
- iv. Any excess of the services price, cost of services or value of any services procured from any other contract as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the Agency by CBC, Trivandrum.

31. Force Majeure Clause:

- a) Neither party shall bear responsibility for the complete or partial non performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the partie's control that have arisen after the conclusion of the present contract.
- b) In such circumstances the time stipulated forth performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (Ten)days from the moment of their beginning.
- d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- e) If the impossibility of complete or partial performance of an obligation lasts for more than one month either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 days to the other party of the intention to terminate without any liability other than reimbursement on the terms

provided in the agreement for the goods received.

32. Misc. terms & conditions of the contract:

- The agency shall provide the required services as and when demanded by the CBC, Trivandrum. The personnel engaged for the services in the CBC, Trivandrum shall be the employees of the Agency and will take their remuneration/wages from the Agency. They will have no claim of whatsoever nature including monetary claim or any other claim or benefits from the CBC, Trivandrum. The Agency shall make its own arrangement for commuting the personnel requisitioned, to the offices under CBC, Trivandrum wherever located in the areas and back.
- The agency will be responsible for compliance of all the applicable laws and obligations arising out from the action of providing the services. Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the Agency and the CBC, Trivandrum shall not be responsible for any such liability. The Agency shall undertake to indemnify the CBC, Trivandrum for any liability under any law arising out providing the services as per the contract.
- During the subsistence of the contract, the CBC, Trivandrum shall not undertake any monetary liability other than the amount payable to the Agency for the services as per the contract. Other liabilities, if any, shall be solely rest on the Agency. Even if the CBC, Trivandrum has to bear such liabilities on unforeseen circumstances/occasions, the CBC, Trivandrum will recover such amount from the Agency by adjusting the amount payable to them.
- The Agency shall comply with all acts, laws and other statutory rules, regulations, bye- laws, etc., as applicable or which might become applicable to the State of Kerala with regard to performance of the work included herein or touching upon this contract.
- If the Agency fails to provide satisfactory performance, the CBC, Trivandrum shall be at liberty to terminate the contract and withhold the Security Deposit or the balance payment of the contractor, etc. The CBC, Trivandrum reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional terms & condition at any time during the currency of the contract.

33. Indemnity:

Mutual Indemnification - Each party shall defend and indemnify the other, its officers and employees from and against any damages to real or tangible personal property and/ or bodily injury to persons, including death, resulting from its or its employees' negligence or willful misconduct.

Intellectual Property Indemnities - Bidder shall defend and indemnify CBC, Trivandrum from and against any suit, proceeding, or assertion of a third party against CBC, Trivandrum based upon a claim that any of the system or part of the system supplied by the Bidder including third party components, infringes any valid patent, copyright, trade secret, or other intellectual property right under any country's national or international laws. If a claim pursuant to above occurs, Bidder shall take all necessary remedial actions at its own cost. Bidders shall safeguard CBC, Trivandrum operations and protect CBC, Trivandrum against any penalty and / or liability arising out of such claim.

34. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and CBC, Trivandrum will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

35. The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

36. Amendment of Bidding Documents (Corrigendum)

At any time prior to the deadline for submission of bids, CBC, Trivandrum may, for any reason, whether at its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.

In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids CBC, Trivandrum, at its discretion, may extend the deadline for the submission of bids.

Part V– Evaluation Criteria

The selection of agency will be done through a two-bid system i.e. 'Technical' and 'Financial'. **All evaluation (Technical & Financial) would be done by a Local Evaluation Committee duly constituted by the Competent Authority in CBC, Trivandrum.** During evaluation of Proposals, CBC, Trivandrum, may, at its discretion, ask the Respondents for clarification of their Proposals. The process for Evaluation / Selection is as given below:

- 1. Preliminary Scrutiny:** Preliminary scrutiny of the technical bids for eligibility will be done to determine whether the Proposal is complete, whether the documents have been properly signed and whether the bid is generally in order and given by due date. Bids not conforming to such preliminary requirements will be prima facie rejected.
- 2. Technical Evaluation:** Technical proposal of the agency must detail the design framework and facilities for the exhibition as per the scope of work. The agencies will be required to give a presentation on their technical proposals. Hard copy of the technical proposal along with the presentation properly signed and stamped should be placed in the envelope. If a Technical Bid is determined as not substantially responsive, the committee will reject it. The parameters to be used for evaluation of technical proposal and presentation will be based upon:

1.	Quality of execution of the previous events	30 Marks
2.	Layout/Design of the Exhibition Pavilion	30 Marks
3.	Creative/Innovative ideas/displays proposed to engage the people with games/ social media/etc.,	20 Marks
4.	Ideation on the theme	20 Marks
	Total	100Marks

3. **Technically qualified Respondents: All Agencies securing more than 60% marks in Technical Evaluation will be shortlisted by CBC, Trivandrum.** Financial Bids will be considered only of those respondents who secure a qualifying Technical Score of 60%.
4. **Financial Bids:** The Agencies are required to provide one financial proposal (in INR) (along with Technical Bids in separate envelopes properly marked and sealed) providing rates for Exhibition to cover the scope of work and activities as per their respective technical proposal. **Rate should be given in the format as per Annexure II.** Financial Proposals will be opened in the presence of the Respondents who choose to be present. Lowest Rate (L1) will be calculated on the basis of financial bids submitted by technically qualified agencies.

PART VI- ANNEXURES

Annexure-I

Documents to be enclosed for technical evaluation:

Sr.No.	Particulars of document	Whether enclosed or not
1	Copy of the certificate of incorporation and partnership deed or registration certificate	
2	ITR / audited Balance sheets of three years in the last 5 years with CA certificate stating the net worth and Turn-over of the organization for each year.	
3	Copies of the original contracts along with work orders of at least 2 exhibitions / events works of greater than Rs 10 lakhs each.	
4	Undertaking in Annexure IV stating the firm has not been blacklisted by any Govt Department/organization/body	
5	Xerox copy of the PAN card of the firm	
6	Xerox copy of the GST registration certificate	
7	Copy of the MSME registration certificate, if any, claiming for exemption from earnest money	
8	Copy of the cheque leaf of the Bank Account clearly showing Bank Account Number and IFSC code.	

Place
Date

(Signature)

Name of the authorized signatory

Format for Financial Proposal

The Financial / Price Bid format is given below and Bidders are required to fill this up correctly with full details on their letter heads indicating Rs..... figure.

The financial bids quoting more than the maximum bid value will be rejected.

Rate for ICOPs

Sl. No	Type of exhibition	Deliverables	Total Cost in INR (Inclusive of GST)
a)	Big ICOP Max Bid Value : Rs. 15,44,000/-	Conceptualization, design, fabrication, installation and maintenance of Exhibition and venue for the required time period. As per the scope of work given at Part III; PointNo.21 (1), (A to F) of the tender document.	Rs..... (A single quote covering all elements as per technical proposal should be quoted. The rate should be for one such exhibition only)
(b)	Medium ICOP Max Bid Value : Rs. 6,16,400/-	Conceptualization, design, fabrication, installation and maintenance of Exhibition and venue for the required time period. As per the scope of work given at Part III; PointNo.21 (2), (A to F) of the tender document.	Rs..... (A single quote covering all elements as per technical proposal should be quoted. The rate should be for one such exhibition only)
(c)	Small ICOP Max Bid Value : Rs. 2,77,600/-	Conceptualization, design, fabrication, installation and maintenance of Exhibition and venue for the required time period. As per the scope of work given at Part III; PointNo.21 (3), (A to F) of the tender document.	Rs..... (A single quote covering all elements as per technical proposal should be quoted. The rate should be for one such exhibition only)
(d)	Mini ICOP Max Bid Value : Rs. 68,800/-	Conceptualization, design, fabrication, of the venue for the required time period. As per the scope of work given at Part III; Point No.21 (4), (A to F) of the tender document.	Rs..... (A single quote covering all elements as per technical proposal should be quoted. The rate should be for one such exhibition only)

Rate for ICOPs in UT of Lakshadweep Islands

The financial bids quoting more than the maximum bid value will be rejected.

Taking consideration to specific requirements*** of UT of Lakshadweep a separate Financial Proposal must be submitted for conducting ICOP Mini & ICOP Small in UT of Lakshadweep.

Sl. No	Type of exhibition	Deliverables	Total Cost in INR (Inclusive of GST)
(c)	Small ICOP Max Bid Value : Rs. 2,77,600/-	Conceptualization, design, fabrication, installation and maintenance of Exhibition and venue for the required time period. As per the scope of work given at Part III; Point No.21 (3),(A to F) of the tender document.	Rs..... (A single quote covering all elements as per technical proposal should be quoted. The rate should be for one such exhibition only)
(d)	Mini ICOP Max Bid Value : Rs. 68,800/-	Conceptualization, design, fabrication, of the venue for the required time period. As per the scope of work given at Part III; Point No.21 (4), (A to F) of the tender document.	Rs..... (A single quote covering all elements as per technical proposal should be quoted. The rate should be for one such exhibition only)

***Specific requirements of Lakshadweep: Lakshadweep's islands geography requires special attention to the conduction of ICOPs.

- Transportation of materials include inter-island ferry/boat charges for equipment and personnel and Island Transport Surcharge.
- Island-specific permits are needed from the Lakshadweep Administration for organizing programme.
- All materials to be used for ICOP & exhibitions should be eco-friendly, reusable and should align with Lakshadweep's plastic-free regulations.
- Cultural & Environmental Sensitivity should be taken in to consideration.
- Also monsoon delays, boat cancellations, and cyclones may also be considered.

EMD Bank Guarantee format

Whereas.....(herein after called the
 “Bidder”) has submitted their offer dated.....forth e services and supply of

.....
 (Herein after called the “Bid”) against the customer’s request for proposal
 No.....

KNOW ALL MEN by these presents that WE.....
 of.....having our registered office
 at..... are bound
 unto..... (herein after called the “Customer”)
 in the sum of... for which payment will and
 truly to be made to the said Customer, the bank binds itself, its successors and assigns by
 these presents.

Sealed with the Common Seal of the said Bank this..... day of.....20..
 The conditions of obligation are:

- a) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- b) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
- c) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
- d) Fails or refuses to accept/execute the contract.

WE undertake to pay the Customer up to the above amount upon receipt of its first written demand, without the customer having to substantiate its demand, provided that in its demand the customer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Date:

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the
 Branch)

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED
(For Individual Company)

I, _____Authorized Signatory of M/s _ hereby give undertaking that we, as a company are not black-listed by any Central/ State Government/ Semi-Government Organization/ Public Sector Undertaking/ Private Institution in India.

Further, if information furnished above stands falsest any stage, we shall be completely liable for actions taken by CBC, Trivandrum as per terms & conditions of the RFP notice including disqualification and exclusion from future contracts/assignments.

(Signature of Authorized Signatory)

Name*:

Designation*:

Seal:

Pace:

Date:

*Please provide the name and designation of the signatory.

Form-9
Bid Security Declaration Form

Date: Bid No.

To,

The Addl Director General,
Central Bureau of Communication, Ministry of I&B.,
Govt. of India,
Vandanam, Basement Floor,
URR-7A, Uppalam Road,
Statue, Trivandrum –695001

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

Have withdrawn /modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i)fail or refuse to execute the contract ,if required, or (ii) Fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders

I/We understand this Bid Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of

(i) the receipt of your notification of the name of the successful Bidder; or

(ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on day of (insert date of signing) Corporate Seal (where appropriate)

(Bidder Sign) Stamp

Format of Arbitration Clause– Indigenous Private bidders

- (i) All disputes of differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof, should be settled by bilateral discussions.
- (ii) Any dispute, disagreement or question arising out of or relating to this contractor relating to construction or performance (except as to any matter the decision or determination whereof is provided for by these conditions), which cannot be settled amicably, shall within sixty(60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to sole Arbitrator.
- (iii) Within (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties.
- (iv) The sole Arbitrator shall have its seal in Trivandrum or such other place in India as may be mutually agreed to between the parties.
- (v) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.
- (vi) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- (vii) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.

(Note: In the event of the parties deciding to refer the dispute/s for adjudication to an Arbitral Tribunal then one arbitrator each will be appointed by each party and the case will be referred to the Indian Council of Arbitration (ICADR) for nomination of the third arbitrator. The fees of the arbitrator appointed by the parties shall be borne by each party and the fees of the third arbitrator, if appointed, shall be equally shared by the Customer and Contractor.
